

Description of Workshops Offered at the Peninsula Job Center

Call 335-3010 for more information

RESOURCE CENTER (Open Monday – Friday from 8:00am – 5:00pm)

The Resource Center is available for you to use for job search activities such as:

- Creating resumes, cover letters, etc.
- Internet access for job related activities
- Copying documents and faxing resumes
- Typing and Computer Program Testing
- Typing & Internet tutorials for Computer Programs
- Reference materials for job related activities

ALEXsys JOB LEADS: Discover new job openings listed in ALEXsys.

CAREER READINESS CERTIFICATE WORKSHOP (NCRC) and WORKKEYS TESTING: The National Career Readiness Certificate, developed by WorkKeys®, is an assessment program intended to match an individual's employability skills with the demands of a particular occupation. **Career Ready 101** is pre-courseware that includes key tutorials written specifically to help people master applied workplace skills. When you are ready, take the **WorkKeys** test to earn a National Career Readiness Certificate. The certificate is recognized by many employers in Alaska and across the country including the Oil Company, BP and many of the unions.

FOOD STAMP WORK SEARCH: (Call 283-2911 for more information) Helps individuals currently receiving Food Stamps by providing work search referral information, explaining job center resources, and addressing individual challenges to job search.

GED – GENERAL EDUCATION DEVELOPMENT: (Call 262-0327 for more information) Overview on how to obtain a General Equivalency Diploma.

INTERVIEWING WORKSHOP: Prepare for an interview, how to answer questions, discuss effective questions to ask an employer, the affects of body language in an interview, and how to dress for an interview.

INTRODUCTION TO ALEXsys AND THE JOB CENTER: Learn about the equipment, services, and resources available at the Peninsula Job Center.

JOB PREP: Prepare to find work today! Enter your ALEXsys registration and resume, compose an effective Word resume and complete a General Application.

JOB SEARCH STRATEGIES FOR THE EX-OFFENDER: Learn how to knock down criminal history barriers to obtain employment. Use the application and letter of explanation to discuss your history with the potential employer. Know how to appropriately address your criminal history. Understand community resources and hiring incentives available to employers for hiring you.

MOCK INTERVIEWS: (Call 335-3010 to schedule an appointment) Practice your interviewing skills with one of our Employment Specialists with a real interview. Feedback is provided to help master interviewing skills and be ready for those hard to answer questions.

RESUME WORKSHOP: Compose an effective resume based on what employers want, choose the best format for you, form skills and abilities statements, and address gaps in employment history.

STATE APPLICATION PROCESS: (Call 335-3010 to schedule an appointment) Learn how to register, apply, and create an effective cover letter for State of Alaska employment using Workplace Alaska.

VOCATIONAL REHABILITATION: (Call 283-3133 for more information) Assists individuals with disabilities to overcome barriers to employment.